



## CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

### *California Institute for Regenerative Medicine (CIRM)*

#### **Chief Administrative Officer**

CIRM, which was established as a result of the passage of Proposition 71, the California Stem Cell and Cures Initiative, will provide up to \$3 billion over ten years in grants and loans to California research institutions for research on stem cells.

The Chief Administrative Officer reports to the President and is responsible for overall financial and administrative matters of CIRM. He/She participates with the Chair, Vice Chair, President and other senior staff in planning, policy development and problem resolution pertaining to the (CIRM). He/She serves as Chief Advisor to the President on all financial and administrative matters. He/She provides short and long term budget planning and financial analyses for grant awards and operational expenses for CIRM. He/She supervises and administers all financial and administrative operations of the CIRM, including budgeting, accounting, financial reporting, facilities management, procurement, and human resources. According to skills and experience, may also oversee information technology. Serves as the primary liaison between the CIRM and various state control agencies, including the Departments of Finance and General Services, and the state legislature regarding the CIRM's budget and other financial and administrative matters, including testimony before legislative committees, as needed

#### **Qualifications:**

- Bachelor's degree in business administration or a related field and ten years of increasingly responsible professional experience in the management of financial and administrative operations or an equivalent combination of education and experience.
- Sound technical skills, analytical ability, good judgment and strong operational focus.
- Strong organizational skills.
- Self-directed individual who can effectively work as a team player.
- Ability to relate to people at all levels of an organization and possesses excellent communication skills, both oral and written.
- Excellent negotiating skills.
- A decisive individual who possesses a "big picture" perspective and is well versed in systems.
- Demonstrated ability to simultaneously manage multiple, complex projects in varying stages of development under time pressure.
- Ability to work in a fast-paced environment and as part of a team.

#### **Desired Qualifications:**

- Knowledge of the California State Government.
- Experience with a scientific research or granting organization.
- MBA



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**HOW TO APPLY:** Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

[jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov) or CIRM Search, P.O. Box 99740 Emeryville, CA 94662-9740

**CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.**